

2. Are insert sizes (as a rule) compatible with envelope sizes?

Yes ☒ No ☐

3. Is it customary to fold inserts and use letter-size envelopes in lieu of flats where possible? Yes ☒ No ☐

4. What types of material are normally mailed in flats? NA

5. Are any envelopes sealed with strings, clasps or staples? Yes ☐ No ☒ If yes, describe types of material and reason for using fasteners employed.

6. Do envelopes or flats used comply with the colors prescribed in the attached general information guidelines? Yes ☒ No ☐

Note: Most flats are a brown "Kraft" color. Is this color used for mailings? Yes ☐ No ☐

7. Addresses are (check one):

Typed ☒

Hand Stamped ☐

Addressographed ☐

Handwritten ☐

8. Do address characters comply with the color, size, and spacing requirements set forth in the attached general information guidelines? Yes ☒ No ☐

If no, please describe variances.

NA 9. If window envelopes are used, do they have a transparent covering over the window? Yes ☐ No ☐ If no, describe type of envelopes employed.

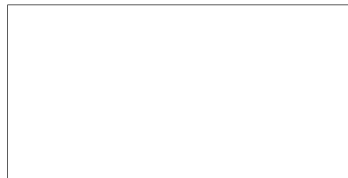
10. In general, are envelopes addressed in conformance with the standards set forth in paragraphs 10, 11, and 12 of the general information? Yes ☒ No ☐ If no, describe differences and reasons therefore.

11. Cost of mailing is covered by (check one): *pl. check method used by Security mail room.*
- a. Postage stamps _____
 - b. Metered mail machine _____
 - c. Penalty indicia _____

CONFIDENTIAL - EYES ONLY

MEMORANDUM FOR:

NOTE - This reply received
after memo prepared
summarizing replies from
10 offices.



(DATE)

STATINTL

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
OFFICIAL ROUTING SLIP			
TO		DATE	INITIALS
1			
2	Room - 1236 AMES		
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<p>Remarks: Per our telecon on 10 FEB:</p> <p>No mail is mailed directly from RAD.</p> <p>We send to Security for mailing from there approximately 60 to 70 ordinary letters per month. To the main mail room we send about 10 letters per month and about 8 packages (6" x 4" x 1 1/2") per month.</p> <p>I've made entries to attached papers where possible.</p>			
FOLD HERE TO RETURN TO			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
DC / RAD 212 MAGAZINE BLDG			10 FEB 70
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	

STATINTL